

Request for Defense Enrollment Eligibility Reporting System (DEERS) Record Correction

Applicable to: Total Force

This article provides information relating to requests for correcting or modifying information in Defense Enrollment Eligibility Reporting System (DEERS). The following information is provided for requesting a DEERS record correction on certain personal data elements such as:

- Citizenship
- Gender
- Date of Birth (DoB)
- Name Change
- Social Security Number (SSN)

Retired Member:

Retired military members are encouraged to submit their record correction request by including the retiree's social security number (SSN), date of retirement and signature along with the original or a certified copy of the legal document recording the change to AFPC/DPSIRP (ARMS Branch), 550 C Street West, Suite 19, Randolph AFB, TX 78150-4737. Once the correction action is completed by the ARMS Branch, an Air Force Form 281, Notification of Change in Service Member's Official Records is filed in the retired member's military record. The original or certified copy document recording the correction action and a copy of the Air Force Form 281 will be provided to the member for their records. A copy of the Air Force Form 281 will be forwarded to the Defense Finance and Accounting Service (DFAS) as well for their record update. DFAS sends the change confirmation to the Defense Manpower Data Center (DMDC) for update to the retiree's record in the Defense Enrollment Eligibility Reporting System (DEERS).

Retired members may also send a copy of their legal document supporting the correction in advance to the DMDC Beneficiary Helpdesk by calling 1-800-538-9552 (Fax number is 831-655-8137), pending confirmation from DFAS.

Discharged/Separated Members:

Former Air Force members who are separated must be able to provide evidence that an error was made when their name was recorded in their official records during their period of service. If a review of the member's records does not substantiate the evidence of an error being made, the correction/change shall

not be granted. For example, if the name change took place after the member was separated, the correction shall not be granted. The official personnel record is a historical document of the time period the member served in the Air Force and cannot be altered or changed after the fact.

Federal Civilian Member:

Federal civilian members may submit their record request to their local Civilian Personnel Office (CPO). Members will need to provide an original or certified copy document to their respective human resource office. For a civilian member, the record correction action is accomplished by updating the member's civilian record through the Defense Civilian Personnel Data System (DCPDS) to the DEERS database.

DoD/Uniformed Service Contractor Member, Other Federal Agency Employee, or Volunteer/Intern:

Record corrections are accomplished through the Trusted Associate Sponsorship System (TASS), formerly, Contractor Verification System (CVS) Program. Members will need to provide an original or certified copy document to their respective TASS Trusted Agent (TA) for processing directly to the Defense Manpower Data Center (DMDC) for DEERS database update.

Active, National Guard, and Reserve Member:

For a military member affiliated with the Active, National Guard, and Reserve, the record correction or modifying action for DEERS is initiated at your servicing personnel office; however, depending on type of action requested, may result involvement with other agencies who are the Office of Primary Responsibility (OPR). In this instance, the OPR may or may not be co-located with the servicing personnel office. Furthermore, the Force Support Squadron (FSS), Military Personnel Section (MPS), or Total Force Service Centers (San Antonio & Denver, 1-800-525-0102) may document the correction or modification by updating the member's military record within the Military Personnel Data System (MilPDS). The following unique data elements for modifying a member's DEERS record must occur within MilPDS first before DEERS is updated:

- Modify a verified Active Duty Personnel begin and end dates.
- Modify a verified Active Duty Personnel termination date during termination from a Projected End Date.
- Un-terminate / reinstate a verified terminated Active Duty Personnel end date.
- Create certain Personnel Entitlement Conditions. This applies to separations actions from the Selective Reserve, active duty Transition Compensation-Discharged due to misconduct involving family member abuse. Including sponsors who are eligible for retirement, Transition Compensation-Discharged due to misconduct involving family member abuse.

- Modify a verified Personnel Entitlement Condition begin and end dates. This applies to sponsors on active duty, Early Alert, National Guard / Reserve Transition Assistance (TA-180 day).
- Modify a verified Personnel Entitlement Condition termination date during termination from a Projected End Date. This applies to sponsors on active duty, Early Alert, National Guard / Reserve Transition Assistance (TA-180 day).
- Modify a verified Transition Assistance (TA-180 day) Conditions begin and end dates. This applies to sponsors for the National Guard / Reserve demobilized from a named contingency, involuntary separation from active duty, Stop / Loss separation from active duty or from a voluntary extension in support of a contingency.
- Modify a Reserve Component Category Code (RSVCC).
- Modify Unit Identification Code (UIC).
- Modifications also include citizenship, gender, date of birth, name change, and social security change.